



How To Register For An AKO Account

1. Go to the AKO website, <http://www.us.army.mil>.



Contact the AKO Helpdesk

Login to AKO

[Login to AKO](#)
[Login to AKO Lite](#)
[Login using my CAC](#)

New User?

[Register for AKO](#)
Eligibility: Active Army, Army Reserve,
National Guard, DA Civilian, Retired Army,
and Army Guests.

Forgot Your Password?

[Lost Password](#)

Need Your W-2?


[W-2 Information](#)
Tax season is upon us. Be prepared to
receive your 2005 W-2 in order to complete
your 2005 income taxes.

Common FAQs

[How do I install the DoD Certificate?](#)
[How do I reset my password?](#)
[How do I register for an AKO Account?](#)

DoD Service Portals **(what's this?)**

[Air Force Portal](#)
[Defense Online](#)
[MarineNet](#)
[Navy Knowledge Online](#)



2. Click on the link “Register for AKO”.

[AKO Terms of Use / Terms of Service](#)

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The "Army Portal Registration" window pops up.

Authorized full accounts include the following:

- Active Army
- Army Reserves
- Army Retired
- DA Civilian
- DA Civilian, Retired
- Future Soldiers
- Medical Retired
- NAF Civilian
- National Guard
- National Guard, Retired
- ROTC Cadets (MS III and IV)
- U.S. Military Academy Cadets

Create Full Account

Guest accounts include the following:

- Army Volunteer
- Contractor
- DoD Civilian
- Family Member of Full AKO Member
- Federal Civilian Agencies
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian (what's this?)
- Military Transition (what's this?)
- Incoming Future Soldier
- Local National Employee
- Medical Discharge
- ROTC Cadets (MS I and II)
- US Air Force
- US Coast Guard
- US Marine Corps
- US Navy

Create Guest Account

3. Click on "CREATE GUEST ACCOUNT".

* AKO policy dictates that usernames must follow the format "firstname.lastname", with middle names and trailing numbers used when necessary to create unique IDs. AKO user IDs that do not conform to this requirement are subject to deactivation. The only exceptions are usernames that are longer than 20 characters. These usernames must follow the format "firstinitial.lastname".

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https://www.us.army.mil - Army Knowledge Online - Microsoft Internet Explorer

Account Information

Enter the AKO User Name of your Army sponsor.

* **Army Sponsor:**

Choose the category that best describes you.

Note:

- Accounts for **Cadets** are only available to collegiate cadets.
- Accounts for **Foreign Officers** are only available to officers attached to the U.S. Army.

* **Account Type:**

User Information

Your user name will be automatically generated from:

- First.Last
- First.MI.Last
- First.Middle.Last
- Nickname.Last
- First.Last(Suffix)

* **Title:**

* **First Name:**

Middle Name:

* **Last Name:**

Nick Name:

Suffix:

Social Security Number is mandatory for **Cadet, Incoming Future Soldier, Incoming DA Civilian** accounts, **Military Transition** accounts, optional for all others. This is only used for identification purposes.

Social Security Number:

Enter your current organization (e.g. PEO STAMIS).

Organization:

Enter the address of your current organization (e.g. 9350 Hall Road, Suite 142, Fort Belvoir, VA 22060-5526).

Organization Street Address:

Organization City:

Organization State:

Organization Zip Code:

Enter your phone number.

Phone Number:

Enter your fax number.

Fax Number:

Enter your current email address and re-enter to confirm. This address is used to contact you when your sponsor approves or rejects your account and if you need to reset your password.

External Email Address:

Confirm Email Address:

* Denotes a required field.

4. Type in "deynarose.sunderland"

5. Choose "Family Member" from the drop down menu.

6. Select a Title from the drop down menu.

7. Enter your First and Last Names.

8. Enter an external email address (optional).

9. Click "NEXT".



Army Portal Registration

Account Information

Select your Username. You will enter this name to log into the Portal, and your email address will be username@us.army.mil. Usernames must be no more than 20 characters.

User Name:

10. Highlight your username.

Your password has these restrictions:

- It must be at least 10 characters
- It must contain at least 2 special characters: !@#\$%^&* _+=\|:;.,
- It must contain at least 2 numbers
- It must contain at least 2 uppercase and 2 lowercase letters
- It **IS** case sensitive

For more information on these restrictions, please see AR 25-2 by clicking [here](#).

* Password

* Confirm Password

11. Type in a password (Be sure to follow the password guidelines).

Lost Password Questions

Your questions and answers will be used to identify you in the event that you forget your password. Answers to these questions are **case sensitive** and should be **as secure as your password**.

* Question 1:

* Answer 1:

* Confirm Answer 1:

* Question 2:

* Answer 2:

* Confirm Answer 2:

* Question 3:

* Answer 3:

* Confirm Answer 3:

* Denotes a required field.

12. Choose 3 questions and enter the answers.

Back

Next

13. Click "NEXT".



Army Portal Registration

Congratulations

Please print this screen for your records.

Wednesday January 25, 2006 22:49 UTC

Your request for an AKO account has been successfully registered and is now pending approval from your sponsor. You will be sent an email once your sponsor approves or rejects your account. If you are approved, you will be able to do the following:

- Log into the Army Portal at <https://www.us.army.mil>.
- Go to "My Account" to enter your organizational information for the AKO White Pages.
- Go to "My Account" to set vacation messages and forward your AKO mail to other accounts.
- Check your email inbox by clicking on "AKO Mail" in the Army Portal, or at <https://akomail.us.army.mil>
- 50 MB of personal storage space in the Army Portal. Click on the "Files" tab to create a personal knowledge center and to upload and download files.
- If you have any questions or problems with your AKO account, please contact the help desk at help@us.army.mil

Account Information

- Name: Mr. Andrew Sunderland
- User Name: [REDACTED]
- AKO Email Address: [REDACTED]
- Alternate Email Address: deynarose@earthlink.net
- Guest Account Type: Family Member
- Sponsor: deynarose.sunderland

Write down your account information for future reference.

Account Verification Information:

- We were unable to verify you as a dependent of your sponsor with DEERS benefits. If your status with DEERS changes, you should try to verify your account again. Until then, your sponsor will have to renew your account every 120 days.

Close Window

Click "CLOSE WINDOW".

Contact SGT Sunderland, Deyna, 4ID G6, @ 287-0783 or 289-8525 after submitting account request for immediate account approval.